

*United States
Bankruptcy Court –
Northern District of
Illinois*

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Introduction

This guide is intended to assist people filing a bankruptcy case without an attorney. Filing a bankruptcy case is a complex undertaking. If the documents required in a bankruptcy case are not completed properly, or if further steps in the bankruptcy process are not taken on time, a debtor can lose property or other important rights unnecessarily. With that in mind, you should seriously consider consulting an attorney. A separate section of this guide lists organizations that may be able to offer you legal assistance.

The Clerk's Office receives documents and filing fees from attorneys and the general public; maintains dockets and court calendars; distributes court directives including notices, subpoenas and summons; responds to public inquiries; and serves as a central resource of public information for the court.

Request for Legal Advice

The Clerk's office employees often get requests for information which may be characterized as "legal advice." While there can be no precise definition of what constitutes "legal advice," Clerk's office employees are limited in the information they can provide. They can provide information on filing requirements and general information relating to the policies and procedures of the Clerk's office.

Bankruptcy Assistance Desk

The [Bankruptcy Assistance Desk](#) is located on the 6th floor of the Dirksen Federal Courthouse, 219 South Dearborn Street, Chicago, Illinois.

An attorney will be available to consult with customers daily, Monday through Friday, beginning at 9:30 a.m., except federal holidays and other days when the courthouse is closed. (These hours are subject to change if the attorney has a conflicting professional obligation.)

No appointment is necessary, and you cannot make an appointment. To consult with the attorney, first go to the waiting room on the 6th floor (Room 625) to sign in. The attorney will meet with people on a first-come, first-served basis in the order they have signed in. **The sign-in sheet fills quickly, and the attorney will only see those visitors who fit onto the sign-in sheet (generally ten people per day). Therefore, you should arrive as early as possible during the Assistance Desk hours to sign in or you will not be seen.** Some visitors arrive as early as 9:00 a.m., and on very busy days, the sign-in sheet fills even before we begin seeing visitors at 9:30. We apologize for the inconvenience, but our availability is highly limited, so you may have to come back another day to be able to see the attorney.

General Information

The Northern District of Illinois is comprised of two divisions, the Eastern Division (**Chicago**) and the Western Division (**Rockford**).

Court Addresses	
Eastern Division U. S. Bankruptcy Court Dirksen Federal Building 219 S Dearborn St Chicago, IL 60604 (312) 435-5694	Western Division 327 S Church St Rockford, IL 61101 (815) 987-4350

The Northern District of Illinois covers 18 counties. If the debtor's residence and principal place of business or principal assets have been located in one or more of these counties for 180 days, the case should be filed in the Northern District of Illinois. The county determines the division.

Eastern Division Counties	Western Division Counties
Cook, DuPage, Lake, Kane, Will, Grundy, LaSalle and Kendall	Boone, Carroll, DeKalb, Jo Davess, Lee, McHenry, Ogle, Stephenson, Whiteside and Winnebago

Overview of Bankruptcy Chapters

The following is a brief summary of chapter 7, 11, 12 and 13 (for a more in depth explanation please refer to *Bankruptcy Basic*).

Chapter 7 (Liquidation)

Chapter 7 is designated for debtors in financial difficulty that does not have the ability to pay their debts. Debtors whose debts are primarily consumer debts are subject to a "Chapter 7 Statement of Current Monthly Income and Means Test" designed to determine whether the case should be permitted to proceed under chapter 7.

The purpose of filing a chapter 7 is to obtain a discharge of your debt. Some debts are not discharged under the law.

Chapter 11 (Reorganization)

Chapter 11 is designed for the reorganization of a business but is also available to consumer debtors. Its provisions are quite complicated and any decision by an individual to file a chapter 11 petition should be reviewed by an attorney.

Chapter 12 (Family Farmer)

Chapter 12 is designed to permit family farmers and fishermen to repay their debts over a period of time from future earnings and is similar to chapter 13. The eligibility requirements are restrictive, limiting its use to those whose income arises primarily from a family-owned farm or commercial fishing operation.

Chapter 13 (Repayment)

Chapter 13 is designed for individuals with regular income who desire to pay all or part of their debts in installments over a period of time. Under chapter 13, you must file with the court a plan to repay your creditors all or part of the money that you owe them, using your future earnings. The court must approve your plan before it take effect.

After completing the payment under your plan, your debts are generally discharged except for certain debts under the law.

Documents You Are Required to File When Filing Bankruptcy

Please refer to Official Form B 200, Required Lists, Schedules, Statements and Fees, available as an attachment to this document; also available on our website www.ilnb.uscourts.gov, then select Forms>National Bankruptcy Forms>[B 200](#).

Forms

The court has forms available for use at our website www.ilnb.uscourts.gov. The forms are fillable which allows you to complete the forms while they are displayed on screen.

Fees

Payments should be made by cash (*exact change is required*), cashier's check, certified check or money order made payable to "Clerk, U. S. Bankruptcy Court." The Clerk's office does not accept personal checks. Please check our website www.ilnb.uscourts.gov, then select Fees>[Schedule of Fees](#).

Application to Pay Filing Fees in Installments (*individual's only*) [Official Form B 3A]

If you cannot afford to pay the full fee at the time of filing, you may apply to pay the fee in installments. The form can be downloaded from the court website www.ilnb.uscourts.gov, then select Forms>National Bankruptcy Forms>[B 3A, Application and Order to Pay Filing Fee in Installments](#).

The following are terms of the agreement:

- The full filing fee shall be paid in four equal installments payments: 30, 60, 90 & 120 days;
- The first installment payment is to be paid within 30 days and at least half of the filing fee must be paid within 60 days of the filing of the petition;
- The final installment payment shall be payable not later than 120 days after filing the petition.

Failure to pay the Filing Fee in full in the time limits will result in the dismissal of your case.

Application for Waiver of the Chapter 7 Filing Fee – Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing Fee in Full or Installments [Official Form 3B]

If you cannot afford to pay the fee either in full or in installments, you may request a waiver of the filing fee by completing an Application for Waiver of the Chapter 7 Filing Fee. A judge will decide whether you have to pay the

filing fee. The form can be downloaded from the court's website www.ilnb.uscourts.gov; then select Forms>National Bankruptcy Forms>[B 3B, Application for Wavier of Chapter 7 Filing Fee \(In Forma Pauperis\)](#).

What Happens After You File the Petition

Upon the filing of the bankruptcy petition the automatic stay goes into effect and prohibits (stops) creditors from most collection actions against the debtor or the debtor's property. As long as the stay is in effect, creditors generally may not initiate or continue lawsuits, wage garnishments or even telephone calls demanding payment.

Numbering System

Upon the filing of your voluntary petition, a case number is assigned to your case. This number should appear on all subsequent documents filed with the court.

Judge Assignment

A judge will be randomly assigned to your case after it has been filed.

Trustee Assignment

Trustees are always assigned in cases under chapter 7, 12 and 13. The trustee's job is to administer the bankruptcy estate, to make sure creditors get as much money as possible, to verify the truthfulness of your papers and to object to your Discharge, if appropriate.

Meeting of Creditors

A meeting of creditors is usually held 21 to 40 days after the case is filed. You and your creditors will receive notice of the filing of the petition and the date of the meeting of creditors. Please read this notice carefully. It contains important information about the date, time and location of the meeting.

You (and your spouse, in a joint case) must be present at the meeting to be questioned under oath by the trustee and by creditors. This meeting is conducted by the trustee assigned to your case. You are required to bring with you to the meeting:

- Proof of identity
- Your social security card
- Evidence of current income, in a chapter 13 case

Chapter 7

A case trustee is appointed to administer the case and liquidate the debtor's nonexempt assets. The case trustee is selected from a panel of private trustees established by the United States Trustee. A current list of panel trustees may be obtained at the public service counter, for a fee.

Chapter 13

A chapter 13 trustee is appointed to serve to evaluate your plan, recommend whether it should be approved and if approved make distributions to creditors.

Obtaining Other Information

The following resources are available for obtaining other information:

Court's Website – www.ilnb.uscourts.gov

The website provides general information about the court, local bankruptcy rules and general orders, bankruptcy forms and the Bankruptcy Judge's calendars.

Public Access Terminals

Terminals are available in Chicago – Room 713 and Rockford – Room 1100. There is no charge to view cases on-line at the courthouse. However, there is ten cents per page charge for printing paper copies of documents through public access terminals.

The Voice Case Information System (VCIS)

VCIS uses an automated voice response system to read a limited amount of bankruptcy case information directly from the court's database in response to touch-tone telephone inquiries. The court does not charge a fee for using this service.

To access VCIS, call 1-866-222-8029 between the hours of 4 a.m. and 8 p.m. Instructions will guide you through the process.

If you need assistance with a specific case and cannot obtain the information through our website or VCIS, please call the Customer Service Information line at Chicago – (312) 435-5694 and Rockford – (815) 987-4350. Or you can see any of our customer service representatives at the public counters for assistance.

Meeting of Creditor Locations

Eastern Division

Chapter 7 Meeting Locations

Cook County	Du Page County	Kane County	Lake County	Will, LaSalle, Grundy, Kendall Counties
Office of the US Trustee 219 S Dearborn St Suite 800 Chicago, IL 60604 (312) 886-5785	Du Page County Courthouse 505 N County Farm Rd Rm 2017 Wheaton, IL 60187	Kane County Courthouse 100 S 3rd St Courtroom 250 Geneva, IL 60134	1792 Nicole Lane Round Lake Beach, IL 60073	BiCentennial Park 201 W Jefferson St Joliet, IL 60435

Chapter 13 Trustees and Meeting Locations

Cook County	Cook County	DuPage, Grundy, Kane, Kendall, Lake, LaSalle & Will Counties
Thomas Vaughn 55 East Monroe Street Suite 3850 Chicago, IL 60604 (312) 294-5900 (312) 341-7168	Marilyn O. Marshall 224 S. Michigan Suite 310 Chicago, IL 60604 (312) 431-1300	DuPage and Kane Counties Glenn B. Stearns 801 Warrenville Road Suite 655 Lisle, IL 60532 Lake County South Branch Court 105 E State Route 83 Mundelein, IL 60060 Will, LaSalle, Grundy, Kendall BiCentennial Park 201 W Jefferson St Joliet, IL 60435

Western Division

Chapter 7 and 13 Meeting of Creditors Locations

Boone, Carroll, DeKalb, Jo Daviess, Lee, McHenry, Ogle, Stephenson, Whiteside and Winnebago	
308 W. State St. Room 40 Rockford, IL 61101	Lydia Meyer, Chapter 13 Trustee (815) 968-5354

Bankruptcy Judges

Presently there are 11 judges sitting in the Northern District of Illinois; ten in the Eastern Division and one in the Western Division. The bankruptcy judges hear all matters with the exception of the Meeting of Creditors.

Court Addresses			
Eastern Division U. S. Bankruptcy Court Dirksen Federal Building 219 S Dearborn St Chicago, IL 60604 (312) 435-5694		Western Division 327 S Church St Rockford, IL 61101 (815) 987-4350	
Bankruptcy Judge	Courtroom	Bankruptcy Judge	Courtroom
Chief Judge Bruce W. Black	719	Judge Manuel Barbosa	3100
Judge Janet S. Baer	615		
Judge Timothy A. Barnes	642		
Judge Donald R. Cassling	619		
Judge Jacqueline P. Cox	680		
Judge Carol A. Doyle	742		
Judge Benjamin Goldgar	613		
Judge Pamela S. Hollis	644		
Judge Jack B. Schmetterer	682		
Judge Eugene R. Wedoff	744		

Amendments to Petition, Schedules and Statements

A voluntary petition, schedules or statements may be amended by the debtor at any time before the case is closed. There is a filing fee (see [Schedule of Fees](#)) for amendments to a debtor's schedules D, E or F. Examples of amendments which require a fee include:

- Adding creditors
- Deleting creditors
- Changing the amount specified as being owed to a creditor
- Changing a classification of a debt

A fee is not charged when the amendment is to change the address of a listed creditor. This can be done by letter.

The debtor shall serve a copy of amendments on all creditors, the case trustee and in a Chapter 11 case, on the United States Trustee and any official committee of unsecured creditors. Proof of such service shall be filed with the bankruptcy court.

In addition, if the debtor adds any creditors to the schedules after the first notice of the meeting of creditors, the debtor shall serve each additional creditor by first-class or certified mail with a copy of the original notice of the meeting of creditors, and shall file a proof of such service with the bankruptcy court.

Any amendments to debtor's schedules should be clearly labeled "**Amended**" and indicate what is being amended, i.e. **Adding Creditors**. Only those creditors affected should be included. Any new creditors must have a complete mailing address.

If the case is closed you must file a motion to reopen case and pay the applicable filing fee.

Conversions

Conversion, by the debtor, from a chapter 13 to a chapter 7 is permitted by filing a **Notice of Conversion** and paying the required filing fee.

All other conversion requests must be made by filing a motion. The filing fee is required when the order is entered.

Attachments

B 200 – Required Lists, Schedules, Statements and Fees

UNITED STATES BANKRUPTCY COURT REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES

Voluntary Chapter 7 Case

- ☐ **Filing Fee of \$245.** If the fee is to be paid in installments or the debtor requests a waiver of the fee, the debtor must be an individual and must file a signed application for court approval. Official Form 3A or 3B and Fed.R.Bankr.P. 1006(b), (c)
- ☐ **Administrative fee of \$46 and trustee surcharge of \$15.** If the debtor is an individual and the court grants the debtor's request, these fees are payable in installments or may be waived.
- ☐ **Voluntary Petition** (Official Form 1); **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts** under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). Official Form 1 contains spaces for the certification.
- ☐ **Notice to debtor by "bankruptcy petition preparer"** (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).
- ☐ **Statement of Social Security Number** (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).
- ☐ **Individual Debtor's Statement of Compliance with Credit Counseling Requirement** (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Exhibit D is required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), (c).
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"** (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(h)(2).
- ☐ **Statement of current monthly income, etc.** (Official Form 22A). Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedules of assets and liabilities** (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b),(c).
- ☐ **Schedule of executory contracts and unexpired leases** (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedules of current income and expenditures.** All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement of financial affairs** (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Copies of all payment advices or other evidence of payment** received by the debtor from any employer within 60 days before the filing of the petition. Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement of intention regarding secured property and unexpired leases** (Official Form 8). Required ONLY if the debtor is an individual and the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the Section 341 meeting of creditors, whichever is earlier. 11 U.S.C. §§ 362(h) and 521(a)(2).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney** for the debtor (Director's Form 203). Required if the debtor is represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
- ☐ **Certification of Completion of Instructional Course Concerning Financial Management** (Official Form 23), if applicable. Required if the debtor is an individual. Must be filed within 60 days of the first date set for the meeting of creditors. 11 U.S.C. § 727(a)(11) and Fed.R.Bankr.P. 1007(b)(7), (c).

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES
Voluntary Chapter 11 Case

- ☐ **Filing fee of \$1,000.** If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).
- ☐ **Administrative fee of \$46.** If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
- ☐ **United States Trustee quarterly fee.** The debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The calculation of the amount to be paid is set out in 28 U.S.C. § 1930(a)(6). As authorized by 28 U.S.C. § 1930(a)(7), the quarterly fee is paid to the clerk of court in chapter 11 cases in Alabama and North Carolina.
- ☐ **Voluntary Petition** (Official Form 1); **Names and addresses of all creditors.** Must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(a)(1).
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts** under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be **GIVEN** to the debtor before the petition is filed. Certification that the notice has been given must be **FILED** with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1112(e). Official Form 1 contains spaces for the certification.
- ☐ **Notice to debtor by "bankruptcy petition preparer"** (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted **WITH** the petition. 11 U.S.C. § 110(b)(2).
- ☐ **Statement of Social Security Number** (Official Form 21). Required if the debtor is an individual. Must be submitted **WITH** the petition. Fed.R.Bankr.P. 1007(f).
- ☐ **Individual Debtor's Statement of Compliance with Credit Counseling Requirement** (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Required if the debtor is an individual. Exhibit D must be filed **WITH** the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(b)(3), (c).
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"** (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted **WITH** the petition. 11 U.S.C. § 110(h)(2).
- ☐ **Statement of Current Monthly Income** (Official Form 22B). Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- List of Creditors holding the 20 largest unsecured claims** (Official Form 4). Must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(d).
- ☐ **Names and addresses of equity security holders of the debtor.** Must be filed with the petition or within 14 days, unless the court orders otherwise. Fed.R.Bankr.P. 1007(a)(3).
- ☐ **Schedules of Assets and Liabilities (Official Form 6).** Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedule of executory contracts and unexpired leases** (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedules of Current Income and Expenditures.** All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement of Financial Affairs (Official Form 7).** Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Copies of all payment advices or other evidence of payment** received by debtor from any employer within 60 days before the filing of the petition. Required if the debtor is an individual. Must be filed **WITH** the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney** for the debtor (Director's Form 203), if applicable. Required if the debtor is represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
- ☐ **Certificate of Completion of Instructional Course Concerning Financial Management** (Official Form 23), if applicable. Required if the debtor is an individual and § 1141(d)(3) applies. Must be filed no later than the date of the last payment under the plan or the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(3) and Fed.R.Bankr.P. 1007(b)(7), (c).
- ☐ **Statement concerning pending proceedings of the kind described in § 522(q)(1)**, if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in § 522(b)(3) in excess of \$136,875. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(5)(C) and Fed.R.Bankr.P. 1007(b)(8), (c).

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES
Chapter 12 Case

- ☐ **Filing Fee of \$200.** If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).
- ☐ **Administrative fee of \$46.** If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
- ☐ **Voluntary Petition** (Official Form 1). **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1)
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts** under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the court in a timely manner. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii). Official Form 1 contains spaces for the certification.
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).
- ☐ **Statement of Social Security Number** (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).
- ☐ **Individual Debtor's Statement of Compliance with Credit Counseling Requirement** (Exhibit D to Official Form 1). **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable. **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), (c).
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"** (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(h)(2).
- ☐ **Schedules of Assets and Liabilities** (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedule of Executory Contracts and Unexpired Leases** (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Schedules of Current Income and Expenditures.** All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement of Financial Affairs** (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Copies of all payment advices** or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney** for the debtor (Director's Form 203), if applicable. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
- ☐ **Chapter 12 Plan.** Must be filed within 90 days. 11 U.S.C. § 1221.
- ☐ **Statement concerning pending proceedings of the kind described in § 522(q)(1)**, if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in § 522(b)(3) in excess of \$136,875. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1228(b). 11 U.S.C. § 1228(f) and Fed.R.Bankr.P. 1007(b)(8), (c).

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES**Chapter 13 Case**

☐ **Filing fee of \$235.** If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).

☐ **Administrative fee of \$46.** If the court grants the debtor's request, this fee is payable in installments.

☐ **Voluntary Petition** (Official Form 1); **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).

☐ **Notice to Individual Debtor with Primarily Consumer Debts** under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1307(c)(9). Official Form 1 contains spaces for the certification.

☐ **Notice to debtor by "bankruptcy petition preparer,"** (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).

☐ **Statement of Social Security Number** (Official Form 21). Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).

☐ **Individual Debtor's Statement of Compliance with Credit Counseling Requirement** (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), (c).

☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"** (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(h)(2).

Statement of Current Monthly Income, etc. (Official Form 22C). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007.

☐ **Schedules of Assets and Liabilities** (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).

☐ **Schedule of Executory Contracts and Unexpired Leases** (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).

☐ **Schedules of Current Income and Expenditures** (Schedules I and J of Official Form 6). Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).

☐ **Statement of Financial Affairs** (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).

☐ **Copies of all payment advices or other evidence of payment** received by the debtor from any employer within 60 days before the filing of the petition. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).

☐ **Chapter 13 Plan.** Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 3015.

☐ **Statement disclosing compensation paid or to be paid to the attorney** for the debtor (Director's Form 203), if applicable. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).

☐ **Certificate of Completion of Instructional Course Concerning Financial Management** (Official Form 23). Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(g)(1) and Fed.R.Bankr.P. 1007(b)(7), (c).

☐ **Statement concerning pending proceedings of the kind described in § 522(q)(1)**, if applicable. Required if the debtor has claimed exemptions under state or local law as described in § 522(b)(3) in excess of \$136,875. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(h) and Fed.R.Bankr.P. 1007(b)(8), (c).